

## **VISSPA Scenario: Teresa**

Teresa has been a TSVI for 10 years and works in a large urban district with her caseload of 14 students. She typically starts and ends her day at a centrally located office. She visits a total of 11 schools/homes/daycare settings. Teresa's caseload includes 1 student with progressive vision and hearing loss, 5 with low vision, 7 with additional disabilities, and 1 young student who is learning braille. The following is an overview of Teresa's workload, aligned with the *VISSPA* categories.

### **Documented-Time Activities**

#### **Direct Service**

Based on cumulative data totals from the *VISSITs* of all her students, Teresa is providing a total of 15 hours of direct service a week for her caseload.

(15 hours = 900 minutes per week)

#### **Collaborative Consultation Time**

Based on cumulative data totals from the *VISSITs* of all her students, Teresa is providing a total of 10 hours of collaborative consultation service a week for her caseload.

(10 hours = 600 minutes per week)

#### **Travel Time**

Daily travel time averages 1.5 hours.

(1.5 hours x 5 days = 7.5 hours = 450 minutes per week)

#### **Duty-Free Lunch**

Teresa takes a 30-minute lunch each day.

(30 minutes x 5 days = 150 minutes per week)

### **Student-Specific Activities**

#### **Materials/Equipment Preparation**

Teresa creates tactile symbols for communication, develops materials for active learning spaces, and monitors accessibility of print documents posted in Google Drive by classroom teachers for 1 hour per week.

(1 hour = 60 minutes per week)

#### **IEP/IFSP Meetings – Planning/Participation**

Teresa is experienced at using her district's software for IEP forms. She spends approximately 30 minutes preparation time per student (30 minutes x 14 students = **420** minutes per year) and 1.5 hours IEP/IFSP participation time per student. (90 minutes x

14 students = **1260** minutes per year). Most of these meetings are held in the mid-late spring.

(**420** minutes + **1260** minutes = 1680 minutes per year)

### **Braille Materials Preparation**

Since her student who is blind is in 1st grade, Teresa spends **45** minutes per week assisting in the preparation of tactile graphics to support the general education curriculum. The district employs a part-time brailist, and Teresa communicates with this person **15** minutes per week.

(**45** minutes + **15** minutes = 60 minutes per week)

### **Lesson Preparation**

Weekly lesson preparation is typically one hour per week in the areas of braille instruction, abacus, AT skills, compensatory skills, and other areas of the ECC.

(60 minutes per week)

### **Evaluations**

Teresa completes about 10 FVE/LMA evaluations a year, spending about 5 hours for each, which includes time with the student and writing the report (5 hours x 10 evaluations = 50 hours = **3000** minutes per year). In addition, Teresa updates ECC evaluations at the rate of 2 hours a year per student (2 hours x 14 students = 28 hours = **1680** minutes per year).

(**3000** minutes + **1680** minutes = 4680 minutes per year)

### **Medical Appointments**

Teresa occasionally attends the clinical low vision evaluation with about 2 students a year. Each evaluation runs approximately 2 hours.

(2 hours = 120 minutes x 2 students = 240 minutes per year)

### **Accountability Reporting**

Teresa quickly conducts progress monitoring as she completes her lessons with students. She also updates student application of skills in classroom settings by collecting data through brief observations. These activities take 10 minutes per week per student.

(10 minutes x 14 students = 140 minutes per week)

### **Assistive Technology Support**

AT support is more intense at the beginning of the school year, as Teresa consults with staff/families on its use. After this initial period, most AT support is in the form of expansion and/or problem-solving with the equipment itself. These activities take 180 minutes per semester.

(180 minutes per semester)

### **Applications for Other Services or Program Development/Participation**

Teresa spends about 3 hours a year helping families find summer options for students and turns in applications to available short-term programs/summer school/camps.

(3 hours = 180 minutes per year)

### **Preparation and Administration of High Stakes Testing**

Teresa spends about 6 hours a year making sure standardized statewide assessments, end-of-course tests, and benchmark testing materials are adapted for her students.

(6 hours = 360 minutes per year)

## **Non-Student-Specific Activities**

### **Technical Assistance for Other Team Members**

Teresa provides a 1-hour overview annually of blindness and supportive strategies during staff development time on her campus with a student who is blind. She also meets 1 time a year for **30** minutes with assessment personnel and school nurses on the topic of referrals to the VI program.

(**60** minutes + **30** minutes = 90 minutes per year)

### **District-Required Meetings**

Teresa spends 6 hours a school year at back-to-school meetings with the special education department.

(6 hours = 360 minutes per year)

### **Staff/Professional Development**

Teresa attends district-required professional development meetings during the school year (3 days for 6 hours a day = **18** hours). She also attends her AER state conference annually, which runs 2.5 days (2.5 days for 6 hours a day = **15** hours).

(**18** hours + **15** hours = 33 hours = 1980 minutes per year)

### **Team/Staff Meetings**

Teresa's VI team has a meeting with their VI coordinator 1 time a month for 1.5 hours (9 months x 90 minutes each = **810** minutes per year). She attends 4 staff meetings a year, which last 2 hours each, with school teams working with students with additional disabilities (4 meetings x 120 minutes = **480** minutes per year).

(**810** minutes + **480** minutes = 1290 minutes per year)

## Next Step

Enter the time from each activity onto the *VISSPA* form.

## Results

Based on Teresa's *VISSPA* Grand Total scores, the work week range is 40.57 hours (2434 minutes) to 53.12 hours (3187 minutes) for a standard 40-hour work week. We can determine the percentage of time spent on Documented-Time Activities (direct service, collaborative consultation, travel, and lunch) and percentage of time spent on activities related to both Student-Specific and Non-Student-Specific Activities.

Here's the math\*: If we take the average of Teresa's total range (2434 to 3187), we get **2810** minutes per week. The average of Documented-Time Activities (direct service, collaborative consultation, travel, and lunch) is **2100** minutes, which represents 75% of the total range of 2810 minutes per week ( $2100 \div 2810 = 0.747\%$ ). An average of **710** minutes per week ( $2810 - 2100 = 710$ ) is documented for Student-Specific and Non-Student-Specific Activities, which accounts for an average of 25% of time per week ( $100\% - 75\% = 25\%$ ).

The total of all these times represents the **Workload** for this VI professional.

- 75% - Documented-Time Activities
- 25% - Student-Specific and Non-Student-Specific Activities
- **100% - Workload**

\*All numbers are rounded. Math calculations based on <https://www.calculator.net/Average-Calculator> and [Percentage-Calculator](https://www.calculator.net/Percentage-Calculator)

## Possible Considerations for this Workload

Because this time is on the high end of the standard work week, these results indicate the need for further review and discussion. Refer to *VISSPA* Suggestions for Workload Adjustments.

# Visual Impairment Scale of Staffing Pattern Analysis (VISSPA)

Name:

Date:

Role (TVI/TSVI, COMS, TDB/TSDb, or Dual):

DOCUMENTED-TIME ACTIVITIES	Time (Minutes per Week)
<b>Direct Service Time</b> – total minutes of direct service time from <i>VISSIT/O&amp;M VISSIT</i> results for all students on caseload	
<b>Collaborative Consultation Time</b> - total minutes of collaborative consultation service time from <i>VISSIT/O&amp;M VISSIT</i> results for all students on caseload	
<b>Travel Time</b>	
<b>Duty-Free Lunch</b>	
<b>TOTAL FOR DOCUMENTED-TIME ACTIVITIES</b>	

## IMPORTANT

You MUST download the form and open in Adobe DC, Adobe Reader or Adobe Acrobat.

If your computer is opening the form in Chrome, Firefox, Safari, Internet Explorer, Microsoft Edge or another browser, then the information may be filled but the form will not calculate.

JavaScript must be enabled to utilize the form.

STUDENT-SPECIFIC ACTIVITIES	Time in Minutes	Range Selection	Range Score
<b>Materials/Equipment Preparation and Procurement</b>	_____ Per		
<b>IEP/IFSP Meetings- Planning/ Participation</b>	_____ Per		
<b>Braille Materials Preparation</b>	_____ Per		
<b>Lesson Preparation</b>	_____ Per		
<b>Evaluations</b>	_____ Per		
<b>Medical Appointments</b>	_____ Per		
<b>Accountability Reporting</b>	_____ Per		
<b>Assistive Technology (AT) Support</b>	_____ Per		
<b>Applications for Other Services or Program Development/Participation</b>	_____ Per		
<b>Preparation and Administration of High-Stakes Testing</b>	_____ Per		

NON-STUDENT-SPECIFIC ACTIVITIES	Time in Minutes	Range Selection	Range Score
Technical Assistance/Training for Others	_____ Per		
District-Required Meetings			
Staff/Professional Development	_____ Per		
Team/Staff Meetings			

GRAND TOTAL	Minutes			Hours		
(Based on 480 minutes in a <b>day</b> )		to			to	
(Based on 2400 minutes in a <b>week</b> )		to			to	